

Memorandum

TO : Chief, Intelligence School

DATE: 9 October 1961

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 36
4 - 10 October 1961

1. Number in Clerical Induction Training: During the week of 2 - 6 October 1961, there were 91 trainees in Clerical Induction Training; of these 36 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 2 - 6 October 1961, there were 27 trainees in Clerical Orientation Training.

3. Result of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week of 2 - 6 October were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	37	11
Shorthand	13	6

(b) The results of the tests administered to clerical applicants for the week of 2 - 6 October were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	17	3
Shorthand	8	2

4. Clerical Refresher Training Program 112 Completed on 6 October 1961: In this Refresher Training Program, students were enrolled from the following Agency components: DDI, 1; DDS, 8; DDP, 19. The total number of students was 28. Two members of the Intermediate Shorthand Dictation class and three members of the Typing Techniques Review class met the requirements of the Agency Clerical Skills Qualification Tests during this program.

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5. The Chief of Clerical Placement, [REDACTED], has expressed her appreciation for the briefing presented to entrance-on-duty clerical personnel by [REDACTED] of the Clerical Training Faculty. In addition to explaining to the new employees the testing procedures, the skill requirements, and the Clerical Induction Training program in which they will all participate, [REDACTED] takes time to identify potential "problem" personnel. The thoroughness and fairness with which she analyzes and deals with personnel who promise to create "problems" has helped not only our own Clerical Training instructors when they meet these individuals in a trainee status; but [REDACTED] states that this immediate handling of possible sources of personnel difficulty is of inestimable value to the sections of the Office of Personnel located at 1016 - 16th Street.

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